

INTRODUCTION

This handbook summarizes the major employee benefits, services, and employment policies of the City. You are responsible for becoming familiar with its contents so that you will have a basic understanding of the City of Fresno's programs and policies.

Many departments have additional policies and procedures which are necessary for their internal operations. It is also your responsibility to become familiar with those for your department.

There are some areas where policies or procedures differ between employee groups. Where that is the case, you are directed in the handbook where to check for more information. Additionally, sometimes a program or benefit applies to only one employee group and is, therefore, not discussed.

This handbook is based on Federal and State law, the City Charter, Municipal Code, City Council resolutions, Administrative Orders, or agreements with employee unions. It summarizes those source documents but it does not amend or replace them. Consequently, the City reserves the right to amend, supplement or rescind any provisions of this handbook.

Every effort has been made to make this handbook as complete and up-to-date as possible as of the date of this publication. You can access the latest version of this handbook in the staff area of the City's website at **www.ci.fresno.ca.us**.

Please feel free to offer suggestions for improving this handbook to the Human Resources Division.

EQUAL OPPORTUNITY EMPLOYER

The City of Fresno is an Equal Opportunity Employer with a long-standing commitment to Affirmative Action in the recruitment of those groups who are underrepresented in the work force. These groups are reached by advertising in publications with large circulation among the target communities as well as in mainstream publications. The City attempts to enlist the efforts of the minority business community and other public agencies to assist in these endeavors.

DISCRIMINATION AND SEXUAL HARASSMENT

It is the policy of the City of Fresno to prohibit and eliminate discrimination on the grounds of race, gender, color, national origin, religion, age, or disability and to provide equal employment opportunities for all. This policy is a commitment to treat fairly and equitably all persons employed by the City of Fresno and to provide fair and equal opportunities in the hiring process as well as fair and equal employment practices on the job. This policy is contained in **Administrative Order 2-16**. Administrative Orders may also be found on the City's website.

In employment as well as in the provision of services to the public, the City of Fresno has made a commitment to providing access and accommodation for the disabled wherever it is necessary and feasible to do so. Employees who require reasonable accommodation in order to perform the essential functions of their jobs or any applicant who requires special access, assistance or accommodation to participate in the employment process should contact Human Resources with their request.

The City of Fresno is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the City of Fresno maintains a strict policy prohibiting unlawful harassment, including sexual and racial harassment of a verbal, visual or physical nature. This policy is contained in **Administrative Order 2-18**.

Sexual harassment is defined as: unwelcome sexual advances; requests for sexual acts or favors; or other verbal or physical conduct of a harassing nature when:

Submission to such conduct is made an explicit or implicit term or condition of employment; or,

Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating environment.

Sexual harassment by any City employee will not be tolerated. Any employee found guilty of committing such conduct will be subject to disciplinary action, up to and including termination.

To implement this policy, all employees are instructed to report any act of harassment to their immediate supervisor, department director, or the director of the Human Resources Division.

FRESNO'S HISTORICAL BACKGROUND

In the years that followed the gold rush of 1849, California saw another kind of immigration: families from the eastern United States and even from around the world were being lured to "The Great Central Valley" with the promise of rich farmlands. Today there are still remnants of some of these national groups scattered throughout the valley. The Spanish were the first of course, and many of the names on today's maps reflect that heritage. To this day, Fresno continues to draw immigrants from around the world, and remains proud of its varied ethnic and cultural heritage.

By 1872, the movement into the valley was so great that the Central Pacific Railroad had begun to build a line through the valley. In April of that year, they designated a new stop on that line very close to present downtown Fresno. Because of the presence of some nearby bushes that looked like Ash trees, the stop was named Fresno Flats since Fresno means Ash Tree in Spanish. There was already some semblance of local government. Fresno County had been formed with Millerton as its county seat. By 1874, Fresno had grown to such a size that the decision was made to move the county seat here.

Fresno was a rough and ready frontier town. It provided a railhead for shipment of agricultural products and a place where farmers and ranchers could come to stock up on supplies. It was also a place where you could easily find a drink or a card game. Until 1876, Fresno had a number of saloons and other places of entertainment but not a single church. Naturally, the local businessmen weren't interested in setting up any kind of government since that would have meant taxes, licenses, and regulation of their establishments.

By 1885, Fresno had grown to a town of about 3,000 residents but still had no municipal government. There was no fire protection and a flood in 1884 had been a major disaster. Finally, on September 29, 1885, an election was held and the City was incorporated by a vote of 277 to 185. Fresno was incorporated as a "fifth class" city, which meant that it had minimal government and services. The official date of incorporation was October 12, 1885.

One of the arguments against becoming an incorporated City was the fear that the new City government would start collecting taxes, and sure enough, the first order of business was to levy a property tax of \$1 on every \$100 of assessed valuation. This amount proved to be inadequate to provide the necessary police and fire services and later had to be raised. The first City government consisted of five trustees, one of which was elected as chairman and, in effect, served as the Mayor. Fresno's first such Mayor was William Faymonville.

In 1887, the City's voters unanimously approved a bond issue of \$50,000 for "Schools, Fire Protection and Overflow (flood) Protection." With a portion of these funds, the trustees had a municipal building constructed (near what is now the intersection of Merced and Fulton) which served as both a City Hall and engine house for the Fire Department.

The power struggle between different factions finally led to the adoption of a ward system which divided the City into five wards or districts. Since most of the political power was concentrated in the Fifth Ward of West Fresno, the trustee from that ward naturally exerted a great deal of control over City government. A reform movement led to a change of government in 1899 when Fresno adopted its first charter. The City now had eight Trustees and a Mayor all elected at large. This charter gave the Mayor a great deal of authority.

In California there are two types of cities: charter cities and general law cities. A charter city has much more control over its own affairs than a general law city, even to the point of being exempt from some laws which apply to other cities.

Fresno has continued as a charter city since 1899 although it has changed its system of government twice since then. In 1921, a commission form of government replaced the Board of Trustees. In 1957, a new charter was adopted which made major changes in City government. A six-member council and mayor who would govern through a Chief Administrator or City Manager succeeded the Commission.

In 1997, City began operating under a "Mayor-Council" form of government that was adopted by voters several years earlier in which the City Manager is appointed by the Mayor rather than the Council. This change also resulted in increasing the number of council members to keep pace with our growing population and better represent our diverse ethnic and cultural groups.

Since its beginnings, Fresno has grown to a City with a population of more than 400,000 people serving as the metropolitan center of a county with a population of nearly one million people. It is a center for many cultural activities and serves as a convention headquarters for many business and fraternal groups every year.

DEPARTMENTAL ORGANIZATION AND FUNCTIONS

The City of Fresno is organized into departments that provide services to the public and to other City departments. Some departments are subdivided into divisions. Each division has the responsibility for providing a specific service or a group of related services. The departments and their divisions are briefly described below.

Mayor/City Manager

The City Council works closely with the Mayor who hires and directs the City Manager, or Chief Administrative Officer (CAO). The CAO provides administrative, operational and maintenance support to the Mayor and the City Council. Several programs are supported through the City Manager's office including the Human Relations Commission and the Ombudsman.

The Human Relations Commission is dedicated to eliminating prejudice and discrimination in Fresno and promoting equal rights for all residents of the City in the fields of employment, education, housing, and social justice.

The Ombudsman receives complaints from citizens, reviews and analyzes current procedures and practices, as well as examining personnel problems and civil rights issues which affect the citizens of Fresno. The Ombudsman works with community groups to develop understanding and resolve problems.

City Clerk's Office

The City Clerk's Office is responsible for recording and maintaining a complete and accurate record of all City Council proceedings. The Office provides analytical, technical, and procedural support to the City Council. The City Clerk is also responsible for the City's records management program, as well as coordinating designated special projects. The department has two programs - "Operations" and "Records Management."

City Attorney's Office

The City Attorney's Office provides legal advice to the City Council, City boards and commissions and City departments. The Office is also responsible for representing the City in all lawsuits. The City Attorney's Office is a consolidated office and does not have separate divisions; however, it does have several operating units which are Code Unit, Transactions Unit, and Litigation Unit.

Convention Center

The Fresno Convention Center is a regional multi-purpose convention and entertainment facility that is owned and operated by the City of Fresno. The facility consists of four buildings. Selland Arena seats over 10,000 for concerts and athletic events while the Exhibit Hall boasts 32,000 square feet of exhibit space including 10 meeting rooms. The William Saroyan Theater seats over 2,300 and serves as a center for the cultural arts, performing arts, and concerts. A large Conference Center was recently opened across the street from the complex with additional exhibit space and banquet facilities. These facilities are hosts to over 500 events every year with a total attendance of more than 1 million people.

Development Department

The Development Department is comprised of five operating divisions and four building and safety services sections. Building, Electrical, Plumbing and Mechanical, and Engineering Sections are responsible for enforcing compliance with building codes and other pertinent laws, reviewing plans and construction documents, approving and inspecting new construction. The five operating divisions are Development Services, Engineering Services,

Planning, Annexation and Research. These divisions provide a variety of technical services to the development industry and the general public for the purpose of guiding and facilitating the orderly growth of the community. Services also include research and analysis necessary for updating and maintaining the City's official planning documents.

Finance Department

Cash Management Division which manages the City treasury, debt service and investments.

Financial Accounting Division monitors City financial records, maintains general accounting and payroll functions.

The Budget and Management Studies Division prepares and administers the City's annual operating budget. This division also reviews expenditures throughout the year to ensure that operating divisions remain within their budgets and makes changes in budgets, when necessary, to meet operating needs.

Revenue Division maintains licensing activities along with centralized billing, collection and cashier functions.

Utilities Billing and Collection provides customer service to the entire service area by taking orders to begin or end service, reading meters, turning services on or off, and processing billing and payments for over 100,000 accounts.

Fire Department

The Fresno City Fire Department's primary responsibilities are to provide fire suppression and emergency medical services to the residents of the City and surrounding areas. These, and other services, are provided through four divisions. Administration is responsible for budget, payroll, personnel, and supplies. Training and Support is responsible for training personnel, emergency planning and preparedness, and maintaining and repairing all fire apparatus. Fire Suppression is responsible for putting out fires, performing rescues, providing emergency medical care, and abatement of hazardous materials incidents. Fire Prevention and Investigation, is responsible for prevention of fires, code enforcement, and investigation of fire causes.

General Services Department

This department is responsible for all support services for City operations. It is made up of the following divisions:

Communications Services Division is responsible for the purchase, installation and repair of telephones, communications systems, radios and microwave systems. Communications maintains emergency generators to ensure communications for Fire, Police services and Data. They also maintain data cabling and transmission infrastructure throughout the City.

Facilities Management Division provides custodial, electrical, mechanical, and structural maintenance as well as making minor modifications and improvements to City facilities.

Fleet Management Division maintains City automobiles, trucks and construction equipment (except fire apparatus and City buses).

Purchasing Division procures, stores, and distributes supplies and equipment for other City departments. They also administer contract compliance and manage the City's surplus and unclaimed property.

Central Printing Division provides printing and mail processing services as well as maintenance of high-speed copiers throughout the City.

Department of Housing, Economic, and Community Development

The activities of this department are directed at improvement in neighborhoods throughout the community. They are responsible for housing rehabilitation, neighborhood revitalization, housing development, housing code enforcement, neighborhood cleanup, graffiti abatement, public nuisance abatement and other community development projects.

Department of Information Services

Information Services purchases and maintains equipment and software for the City's computer systems it consists of the Systems Division and the Computer Services Division.

The Computer Services Division supports the Citywide data network including workstation hardware and software, printers, technology purchasing, technical training, computer operations and the help desk call center.

The Systems Applications Division provides analysis, programming, systems integration and interfaces, database administration, PeopleSoft administration, and Information Technology project management services for all departments

Parks, Recreation & Community Services Department

The Parks, Recreation and Community Services Department is comprised of four divisions: Administration, Parks, Recreation and Community Services, and Zoo. Through these divisions the department manages, maintains and operates 2 regional parks, 3 community centers, 5 neighborhood centers, 26 neighborhood parks, 5 mini-parks, Chaffee Zoological Gardens, Fresno Veteran's Memorial Auditorium, the Fulton Mall and a public camp located about 60 miles east of Fresno in the Sierra Nevada Mountains.

Personnel Services Division

Operations Division is responsible for administering the City's Civil Service system. These services include recruitment, testing, affirmative action, employee records maintenance, classification and salary plan maintenance these services are provided to other departments, all City employees, and the public.

Labor Relations

The Labor Relations Division's role is to assist City departments in maintaining optimal employer-employee relations

Organization Development and Training

The mission of Organization Development and Training is to provide training and resources, build organizational effectiveness, improve performance, and enhance the quality of work life

Risk Management and Services administers the City's liability and property self-insurance program, procures excess insurance coverage, processes and investigates claims against the City, and directs legal action to recover damages in cases where City property has been damaged. They also manage the Workers' Compensation program and employee safety programs.

Police Department

The Fresno Police Department provides comprehensive law enforcement services to the community including, but not limited to, maintaining law and order, crime prevention, and criminal investigations. The department deters crime through its patrol activities, specialized investigation and enforcement operations, and its community education efforts. The department also solves crimes by identifying and apprehending criminal suspects and bringing them to the courts to face trial.

Public Utilities Department

The Public Utilities Department provides a variety of municipal services through its divisions:

Sewer Maintenance crews keep sewer lines clear, make repairs to broken lines, and assist in making connections for new construction.

The Solid Waste Division collects waste, and seeks innovative ways to reduce the amount of waste going into local landfills.

The Wastewater Management Division operates and maintains a treatment facility which serves the greater Fresno/Clovis metropolitan area. Also located at the treatment plant are the Environmental Services section and the Laboratory Services section who monitor effluent coming into the plant and treated water discharge for compliance with environmental regulations.

The Water Division provides water and the distribution system, which delivers it to over 100,000 residential and business customers.

Public Works Department

The Public Works Department provides engineering, inspection and surveying services for public facilities and capital projects; they do the planning and engineering of traffic control systems, parking facilities, and parking control. They also perform planning and engineering of streets, street maintenance and repair as well as operating and maintaining traffic signals and streetlights within the metropolitan area.

The department is comprised of five divisions: Administration, Engineering Services, Construction Management, Traffic Engineering and Parking, and Street Maintenance.

Transportation Department

Airports Division is responsible for the administration, development, operation and maintenance of the two City-owned airports: Fresno Yosemite International Airport and Chandler Downtown Airport.

Fresno Area Express is responsible for providing public bus transportation services throughout the Fresno metropolitan area. Three divisions operate and maintain the buses and provide administrative support for this task.

CHAPTER TWO

SOME IMPORTANT INFORMATION FOR NEW EMPLOYEES

You probably have a lot of questions as you start your new job. "When is payday? What are my working hours? Am I on probation? Where do I pick up my paycheck?" This chapter will try to answer those questions so that you may begin to understand what to expect from your new employer and what your employer expects of you.

The following information is presented as a guide and is not intended to be the official authority on the topics discussed below. Authority for the following information can be found in the Fresno Municipal Code, applicable labor agreements, the Salary Resolution, or in Administrative Instructions issued by the City Manager. Please refer to any of these sources or ask your supervisor if you need additional information on any of the topics discussed below.

Employee Status

You will hear a lot of terms used describing employee status - don't try to learn and understand them all in the first week. Some of the differences are difficult to understand and even more difficult to explain. Here is a brief description of the things you will need to know during your first few months on the job. All of the definitions are given in **Municipal Code Section 2-1601**.

If you have been interviewed and selected for a civil service position, you are appointed to that position in a **probationary status**. Since probation is considered a part of the testing and selection process, you are periodically evaluated by your supervisor during this time. Probation periods last either six months or a year depending on your job class.

If you are not performing satisfactorily during this probationary period, you can be released from your position for the good of the service at any time. Probationary employees who have been released from service do not have the right to appeal their release to the Civil Service Board. Any leave taken during the probationary period will extend the period accordingly.

Some employees do not serve a probationary period. Unclassified employees serve at the pleasure of the City Manager or Department Director and can be terminated at any time.

Once you have completed your probationary period, you will be given **permanent status**. As a permanent employee, your continued employment will depend on the needs of the department, budget considerations, and your continued satisfactory job performance.

This example takes for granted that you are a **full-time employee**. Often, the City needs someone for part-time or intermittent work. Instead of cutting a full-time employee's hours, or hiring someone new each time, some employees are hired in a **permanent part-time** or **permanent intermittent** status. These employees receive some of the same benefits as permanent full-time employees, but on a different basis.

There are a number of other types of employment status in City service. As you become more familiar with the way the system works, you will hear a lot of terms you don't understand. When you hear these terms, either look them up or ask your supervisor who can give you a clear, knowledgeable answer.

Performance Evaluations

Performance evaluations are required of probationary employees and are conducted every three months during the probationary period. An evaluation reflecting the ability to perform at the higher skill or knowledge level is required before an employee in a "flex" position is promoted to the next level.

Some departments continue to evaluate employees beyond their probationary period, and in some cases these evaluations are reviewed for movement to the next salary step level. You should learn whether you are in one of these departments. There are some basic things to remember about evaluations whether they are being done during probation or after you have become a permanent employee.

1. Your supervisor will review the evaluation with you before it is turned in to Human Resources and placed in your personnel file.
2. You have a right to request a review of the evaluation with the supervisor of the reviewer, but this review cannot be taken past the level of your department head.
3. If you disagree with the evaluation, you can submit a statement which will be attached to the evaluation when it is placed in your personnel file.
4. An appeals process is provided for employees whose step increase is contingent on an annual performance evaluation.

These rules vary somewhat between unions; check your Memorandum of Understanding to be sure what rules apply in your situation.

Personnel Records

Every City Employee has a permanent personnel record which is maintained in the Human Resources Department. These files are considered confidential and access to them is restricted. Any employee may review his or her own personnel file by contacting the Human Resources Department during normal working hours and making an appointment to do so. Be sure to check with your supervisor when you do this so that they will know where you are, and your absence will not interfere with the work schedule.

Changes in Personal Information

Every employee is responsible to keep the Human Resources Department, Payroll Division, and/or their health care plan administrator advised of changes in their personal and family situation. If you get married or have a baby, then your new dependent(s) need to be added to your health care coverage and may mean that you need to change your income tax withholding. A divorce could change your ex-spouse's eligibility for health care coverage. And always be sure that your supervisor knows your current address and telephone number so you can be contacted in case of an emergency.

EMPLOYEE ORGANIZATIONS

Representation and the Agency Shop

All employees have the right to join and be represented by an employee organization on issues such as wages, hours, working conditions, and terms and conditions of employment. Some bargaining units which represent City employees have agency shop agreements with the City. These agreements mean that anyone holding a position with the City which is covered by such an agreement is required to become a member of the union, or pay a service fee to the union which is equal in amount to union dues. If you are paying a service fee instead of dues, no part of your money can be given to political groups or used for political purposes by the union.

Anyone who has a *bona fide* religious objection to either joining the union or paying a service fee to the union may be able to make a charitable contribution equivalent to union dues to one of the organizations agreed upon between the City and the union. If you have questions about this, contact the Labor Relations Division of Human Resources for more information.

Grievances

A grievance is a dispute concerning the interpretation or application of any existing City policy, written rule, or regulation governing personnel practices or working conditions including the labor agreement between your union and the City. The grievance procedure should not be used when there is some other established procedure for resolving the dispute, such as the Civil Service Board, Retirement Board, etc.

Your union will assist you in resolving a grievance, but you must follow some simple rules:

1. Talk to your supervisor about the problem first, it may be just a misunderstanding that can be easily cleared up by talking it out.
2. If talking to your supervisor doesn't solve the problem, go to your shop steward immediately and explain the problem. If you wish, you can combine these two steps, and take your shop steward with you when you talk to your supervisor.
3. If the grievance can't be settled through this discussion process, it must be filed in writing with the supervisor and a copy sent to Labor Relations. The time limits and some of the procedures vary between unions, so check your labor agreement or talk to your union representative to be sure of what to do.

RULES AND REGULATIONS

Every organization has a few rules to regulate when, where, why and how things are done, who does (or doesn't do) them. The City is no different, with the possible exception that our rules are written down in a number of different places. Every employee should be aware of those parts of the labor agreement, the Administrative Orders, Municipal Code, or various State and Federal laws which affect them and their jobs.

Your supervisor should explain those rules that apply to you during your first few days on the job. If you have questions, be sure to ask your supervisor before problems arise. Here are some of the rules you need to be aware of as a new City employee:

Working Hours

Working hours and work schedules vary considerably from one division to another, based on the need to provide service to the public and/or other City departments. There are some characteristics common to all City operations.

These rules about working hours apply to most City employees; however, there are variations. Most police officers normally work four day, ten-hour shifts during their workweek, with each shift including a paid, on-call lunch break. Firefighters work a 24-hour shift, every third day. Some bus drivers work split shifts where the workday is split into two parts, separated by a time period greater than one-half hour in length.

For specific details about your work schedule, working hours and breaks you should consult with your supervisor or refer to your labor agreement.

Tardiness and Absences

Every employee is expected to be present and ready to work at the beginning of every scheduled work shift. **It is your responsibility to inform your supervisor** if you will be late or absent. Some divisions/departments have special rules requiring early notification. Your supervisor has a right to know the reason for your absence or tardiness.

Employees who want to take any kind of leave need to request the leave at least 48 hours in advance and have the leave request signed by their supervisor before beginning their leave. Ask your supervisor for details of your division's rules and procedures. The City's policy on leaves of absence is contained in **Administrative Order 2-19**.

Appropriate Attire

Although there is no official City-wide dress code, you are expected to wear clothing appropriate to the job and work site. Your clothing and personal appearance should be neat, clean, in good business taste, and present a favorable public image of the City and your department.

City Uniforms

You may be required to wear a uniform in the performance of your duties. These uniforms are to be worn for work, which may include travelling to and from work. They are not to be worn at other times. Who provides the uniforms and bears the cost of laundering them will vary depending on your labor agreement, but it is your responsibility to care for them and ensure that they are turned in for laundry as scheduled.

The uniform identifies you as a City employee. The way you wear it and your conduct while you are wearing it should be a good reflection on the City.

Identification Cards

City Employees in some areas are required to wear identification badges either during their regular workday or in order to gain entrance to the area after hours. Some other City employees need to be able to identify themselves to the public such as meter readers or building inspectors. If your job requires that you have an ID badge, your supervisor will have one issued to you. These badges are City property and you are responsible to turn them in when you leave City service.

Personal Property in the Workplace

The City cannot guarantee the safety or security of your personal property and is not responsible for its loss or theft. Employees are cautioned not to keep expensive items in their work areas.

Personal Telephone Use

Personal telephone calls are not to be made on City time or from City phones, if at all avoidable. If you must make or receive occasional personal calls at work, keep them to a minimum. Personal toll or long-distance calls must be charged to your home telephone or credit card.

Accepting Gifts and Gratuities

City employees are prohibited from accepting gifts or gratuities from any outside source on an individual basis for individual use. It is permissible for departments to accept small gifts of food or candy provided that the gift can be consumed within a single working day and the gift is readily available to all employees in the department. These gifts cannot include alcoholic beverages or tobacco products.

Work Permits

Any full-time employee who wishes to work at a second job must obtain a work permit in order to do so. The purpose of this requirement is to ensure that your second job does not create a conflict of interest or impair the efficient performance of your City job. One part of the Work Permit application process requires that you provide proof of Workers' Compensation coverage by your outside employer. Work Permit Applications may be obtained from your supervisor, and must be approved before you accept outside employment. If you apply for a work permit and the application is denied, you may request that the Work Permit Review Committee review the application. See **Municipal Code Section 2-1502** for more information.

Conducting non-City Business on City Property or During Working Hours

City employees may not engage in advertising or selling activities during work hours in the workplace. Anyone who is employed as a dealer or distributor for any product must have a Work Permit in order to engage in that business, and should be very careful to confine their activities to break and lunch times away from the work area or after working hours. Interdepartmental Mail, including electronic mail, cannot be used for private business purposes, or to conduct or promote union activities.

California Driver's License

Many City positions require the possession of a valid California License. The primary reason for this is that you may be required to operate City vehicles as part of your job. It is your responsibility to keep your license current. If your license is revoked or suspended for any reason, you must notify your supervisor immediately. You cannot operate any vehicle without a valid license which is properly endorsed for that equipment.

Use of City Vehicles

The City maintains a fleet of vehicles for official use only; they should never be used for personal errands or transportation. If you misuse City vehicles, you will be subject to disciplinary action. If you need to use a city vehicle for your job, your supervisor will show you how to go about checking one out, where to get it serviced, what to do and who to notify if you have an accident or mechanical problems.

Use of Personal Vehicles on City Business

Employees may be required, at the discretion of the City, to use their personal vehicles on City business. If you are required to use your vehicle on City business, you should be reimbursed in accordance with **Administrative Order 2-2**. When use of a personal vehicle is required as a condition of employment for all positions in a class, that will be noted in the class specification for that job class. When it is a requirement only for certain positions in a class, potential employees will be advised of that requirement prior to appointment, transfer or assignment, as appropriate.

City Drug and Alcohol Policy

The City is committed to protecting the health and safety of individual City employees, their co-workers, and the public from the hazards caused by the misuse of drugs and alcohol by its employees. City employees provide a variety of services, many of which require contact with the public. For employees to provide these services effectively, an atmosphere of public trust must exist. Further, many employees are engaged in public safety functions or operate vehicles or other dangerous equipment. The public must be confident that the City has taken reasonable measures to ensure that City employees are performing their duties and making critical judgements free of impairment from drugs or alcohol.

Special random testing is also required for positions which have been identified as safety sensitive under the provisions of the Federal Omnibus Transportation Employee Testing Act of 1991.

A full explanation of the City's policy on drug and alcohol abuse can be found in **Administrative Order 2-25**. Your supervisor should review this policy with you and answer any questions you have.

Smoking in City Buildings

City buildings have been designated "No Smoking" areas. You can find more information in **Administrative Order 8-5**.

Safety and Health

The City follows CAL/OSHA regulations in all matters affecting employee safety and health. We provide information about safety rules, personal protective equipment and training to each employee according to the type of work that is to be done.

The City Safety Officer is appointed by the City Manager and has overall responsibility for implementing the City Safety Program. The City's safety policy is outlined in **Administrative Order 2-3**. The City Injury and Illness Prevention Program (IIPP) contains the policies that specifically govern safety.

The Administrative Orders and the IIPP can be found in the Staff Area on the City Web Site "www.ci.fresno.ca.us" and are also available in hard copy through your division. You are encouraged to review these and make suggestions for additions or improvements through your supervisor.

Every employee is responsible to follow safety rules on every job and report unsafe acts, conditions, incidents and accidents that they observe to their supervisor. So, participate in all safety training associated with your job; learn and follow safety rules; and report to work with all assigned protective equipment that is needed to safely accomplish your work. Remember that you are responsible for your personal safety record.

Political Activities

Everyone has a right to belong to the political party of their choice. This includes the right to attend political meetings, to vote as they wish, to seek or accept election or appointment to public office, or to circulate petitions. This right, however, does not extend to the workplace. Political activity is not allowed on the job under any circumstances.

Discipline or Corrective Action

It is the City's policy to administer discipline in a consistent, equitable manner throughout all departments. Work situations obviously differ, so the use of discipline must be tempered by good judgement. No one can foresee every possible situation, so there is no list of specific disciplinary actions for specific types of misconduct. Supervisors are encouraged to consider the circumstances and exercise discretion in imposing disciplinary action on employees.

The Municipal Code provides the authority for disciplinary action. It also defines conduct or misconduct which would be subject to disciplinary action, and outlines both the notice and appeal procedures. For more information, read **Administrative Order 2-14**, and **Fresno Municipal Code sections 2-1661.5 through 2-1666**, or discuss this subject with your supervisor.

CHAPTER THREE

THE CLASSIFICATION SYSTEM OR "CAREER LADDER"

How it all fits together

All civil service systems are based on some kind of classification system. This is simply a way to identify your job and be able to define the minimum qualifications for that job. This is especially important when the City is hiring people to do all of the different things that need to be done to keep City government working.

A job class group consists of positions which are substantially similar with respect to the kind and difficulty of work and the level of responsibility. Job classes are grouped to place broadly similar functions together with each other.

For instance, clerical and administrative classes such as Administrative Clerks, Secretaries, Records Supervisors and Office Systems Analysts are grouped together. Each group of job classes is identified by a letter designation and then each job class in the group is given a number. An Administrative Clerk I is an A11 and a Secretary is an A52. The I and II suffixes indicate whether a class is entry level (I) or experienced (II). A lead worker is usually a "Senior" such as a Senior Account Clerk.

It is important that you know how the classification system works so that you can understand how to climb the career ladder in your field. If your goal is to become an Executive Secretary, you need to begin to acquire the training and experience required to compete for secretarial positions.

Information about the education and experience requirements for each job class within City service is available from the Human Resources Division. Call or visit the Human Resources Division on the first floor of City Hall.

It is never too early to be thinking about your career goals. Most City employees began in an entry-level job and have been promoted to their current position. Once you have settled into your job, look around at the opportunities for advancement. If you see a job that appeals to you, look at the job class description sheet to learn exactly what the position requires. If you are still interested, start working toward building the education and experience required to promote into that position.

Promotions

Many positions in the City service are "flexibly staffed", that is, they are filled at the entry level with the expectation that the person hired will develop into an experienced or journey-level worker during their probation period. If the position you were hired for was advertised as an I/II position, such as Account Clerk I/II, it is flexibly staffed. The City hires people into these positions and provides them the opportunity to train and acquire the experience necessary to promote to an Account Clerk II while they are working as an Account Clerk I. In order to promote from the I level to the II level, an employee must receive satisfactory evaluations during their probation period, be recommended by their supervisor and then be certified by the department head as performing satisfactorily at the higher level.

If you are not in a "flex" position, watch for announcements of openings for promotion. Sometimes, these will be regular job announcements which are open to anyone, other times, they are "Promotional

Opportunities" - these are usually printed on blue paper and give notice of openings which are only available to City employees. In either case, you would have to fill out and submit an application, then go through the process shown on the announcement - a qualifications review panel, written test oral board or interview process. The final result is that you are placed on an eligibility list for the position. Your position on this list will reflect your level of experience, knowledge, skill and ability compared to the other candidates. The individuals in the top seven positions on this list will be interviewed and considered for any open jobs.

If you're fortunate enough to "flex" into your first promotion, that's a good start, but what if you want to go beyond Account Clerk II? Well, in that series of job classes there are a number of possibilities. You can promote to Senior Account Clerk which requires two years of experience as an Account Clerk II and some specialized training in accounting or business. From Senior Clerk, you can compete for promotion to either Principal Account Clerk or Accounting Technician. Both of these positions require more experience and some college level courses in accounting.

An Accounting Technician with three years of experience and 20 units of college studies in accounting is eligible to compete for promotion to Accountant Auditor. An Accountant Auditor II who has completed a college degree in business or accounting is qualified to compete for promotion to Senior Accountant Auditor. As you can see, there are a lot of opportunities for advancement, but you have to prepare for them and work to become qualified.

Moving Around - Transfers

Once you have become a permanent employee, you can transfer to another division within your department or to another department. A transfer depends on several factors - there must be a vacancy, you have to submit an application, the supervisor or manager in the new position must offer you the job, and your transfer must be approved by the department head(s) involved.

First you must submit an application for a transfer. This can be done at any time in the Human Resources Division. There does not have to be a vacancy at the time that you submit an application. The Human Resources Division will contact you whenever a vacancy occurs and ask you if you are interested in it. These applications are kept on file for two years.

Then, there must be a vacancy in the department you want to transfer to. This must be in your job class, or a job class in which you held permanent status. (If you want to, you can take a voluntary demotion to a lower job class in order to get a transfer.) If there is a current eligible list for the position you want, the department must consider transfer applicants before they consider hiring from the eligible list.

When a vacancy occurs, the supervisor or manager will consider the transfer applicants, and if one of them is selected, the two department heads involved will decide whether they approve of the transfers. Once the department heads have given their approval and a date has been set to make the move, you begin your new job. Along with the new job, you also start a new probation period. If you do not complete probation in the new position, you would return to your former position unless it had been abolished. For more information on transfers, see **Municipal Code Section 2-1651**.

THE PAY SYSTEM

The Salary Resolution

The rate of pay for each position in the City service is reviewed and approved by the City Council. This is done every year when the Council passes the Salary Resolution. In the Salary Resolution, every job class is listed alphabetically under the bargaining group to which it belongs. This listing shows the salary range for each class, and breaks that range into five "steps". It also shows the "Job Code" and the length of the probation period for that class. A typical listing is shown in figure 3.1

CLASS TITLE	JOB CODE	PROB. PERIOD	SALARY RANGE				
			A	B	C	D	E
Bus Mechanic I	U57	06	2353	2471	2595	2725	2862
Bus Mechanic II	U58	06	2862	3006	3157	3315	3481
Equipment Service Worker I	U50	12	1822	1914	2010	2111	2217
Equipment Service Worker II	U51	06	2133	2240	2353	2471	2595

Figure 3.1

Most new City employees are hired at the "I" level and at the "A" step. Using an Equipment Service Worker I as an example, their "A" step salary is \$1,822 per month. As you can see, the probation period as an Equipment Service Worker I is 12 months. Employees receive step increases at regular intervals until they have reached the "E" step for their salary range or are promoted to another job class. The first step increase, to step "B", occurs after six months at step "A". The remaining step increases take 12 months each.

Equipment Service Worker I is not a job class that has "flexible staffing", so you go through the entire civil service process to move up. Getting a promotion to Equipment Service Worker II means waiting for an opening, putting in your application, taking the examination, and getting on the list. At Fresno Area Express, the next step up from Equipment Service Worker II is Bus Mechanic.

A Bus Mechanic I would usually be hired at the "A" step like any other new employee, unless he or she was already an Equipment Service Worker II. Looking at Figure 3.1, you can see that an Equipment Service Worker II at the "D" or "E" step who is being promoted to Mechanic I would lose money. Sometimes a newly promoted employee is started above the "A" step because of this kind of situation.

Bus Mechanic is a "flex" position - so a Bus Mechanic I will "flex" to Bus Mechanic II after 12 months and then get a step increase 6 months after they become a II. If you have questions about the salary schedules or how step increases occur, read the Salary Resolution or discuss them with your supervisor. For more information, contact the Human Resources Division and speak with the Management Analyst assigned to your department.

TUITION REIMBURSEMENT PLAN

The City encourages all employees to acquire new skills or training. There are several programs available to City employees which will help them to achieve their educational goals. One of the most important is the Tuition Reimbursement Program. This program, which is available to permanent employees, will reimburse them for much of the cost of attending college courses in their career field.

The program is described in detail in **Administrative Order 6-11**, but here are some of the main points:

What costs are covered? The program will pay an amount equivalent to the cost of tuition at California State University, Fresno (CSUF), and 50 percent of the cost of required books and materials. There is a limit of nine units per semester for undergraduate courses and six units per semester for graduate courses.

Where can I go to school? You may attend any accredited college or university which offers a degree program related to your career field. Remember that the program only reimburses costs equivalent to tuition at CSUF.

How do I get reimbursed? You must follow these steps:

- \$ Have your Request for Tuition Reimbursement approved before you start the course.
- \$ Pay all of the fees or costs, and keep your receipts.
- \$ Complete the course(s) with a grade of "C" or better for undergraduate courses or "B" or better for graduate courses.
- \$ Submit your approved request, receipts, and grade slips to receive reimbursement.

If you have questions about this program, refer to **Administrative Order 6-11** or contact the Human Resources Division.

CHAPTER FOUR

BENEFITS

Vacation Leave

As a City employee, you are able to use vacation leave after you have completed six months of service. You can ask for vacation by submitting a Request for Leave of Absence (sample on the next page) to your supervisor. Vacation is granted at the discretion of the department. You need to request the leave at least 48 hours in advance and have the leave request signed by your supervisor before beginning any leave. For employees in certain bargaining units vacation periods are scheduled on the basis of seniority. Ask your supervisor for details of your division's rules and procedures. The City's policy on leaves of absence is contained in **Administrative Order 2-19**

How much Vacation?

You began to earn vacation leave time when you started working for the City. You will earn a certain amount of leave time for each month that you work. If you started before the 15th of the month, you earned leave time for that month. The amount of time you earn depends on which employee group you are in and how long you have worked for the City. Listed in Figure 4.1 are the different categories and how much leave each group earns in a year.

<i>General Employees and Police:</i>		<i>Firefighters and Airport Public Safety Officers:</i>	
<i>1 - 5 years</i>	<i>12 days</i>	<i>1 - 10 years</i>	<i>12 hrs/mo</i>
<i>5 - 10 years</i>	<i>13 days</i>	<i>10 - 20 years</i>	<i>15 hrs/mo</i>
<i>10 - 20 years</i>	<i>15 days</i>	<i>over 20 years</i>	<i>20 hrs/mo</i>
<i>over 20 years</i>	<i>20 days</i>		
<i>Professional Employees (Annual Leave):</i>		<i>Permanent Intermittent Employees:</i>	
<i>1 - 10 years</i>	<i>15.5 days</i>	<i>Permanent intermittent employees earn eight hours of vacation for each 173.33 non-overtime hours worked.</i>	
<i>over 10 years</i>	<i>18.83 days</i>		
<i>In addition, employees in exempt positions receive forty-eight hours of Administrative Leave per year.</i>		<i>Crafts and Trades:</i>	
		<i>Crafts and Trades employees do not receive any paid vacation. Their vacation system is explained in the Salary Resolution.</i>	

Figure 4.1

Employees are allowed to accrue vacation leave up to the limits listed below in Figure 4.2. If you have reached the limit, you will not earn any additional vacation leave. You are responsible for keeping track of your own leave balance. For more information on Vacation Leave see **Municipal Code Section 2-1510**.

<i>General Employees and Police</i>		<i>Firefighters and Airport Public Safety Officers</i>	
<i>1 - 20 years</i>	<i>240 hrs</i>	<i>1 - 20 years</i>	<i>360 hrs</i>
<i>over 20 years</i>	<i>320 hrs</i>	<i>over 20 years</i>	<i>480 hrs</i>
<i>Professional Employees (Annual Leave)</i>		<i>Administrative Leave</i>	
<i>1 - 10 years</i>	<i>800 hrs</i>	<i>Administrative Leave must be taken during the year in which it is granted, and cannot be carried over from year to year.</i>	
<i>over 10 years</i>	<i>800 hrs</i>		

Figure 4.2

Sick Leave

Sick leave is provided for you to use in the event of personal illness or injury or to attend doctor's appointments. Your department head may also approve up to four days of bereavement leave in the event of a death in your immediate family which can be charged against your sick leave balance. Family sick leave and sick leave incentives are available for some bargaining units; see your labor agreement for more information on these programs. Most employees cannot use sick leave until they have been employed for six months.

You earn eight hours of sick leave for each month you work and there is no limit to the amount of sick leave you can accumulate. It is to your advantage to keep your sick leave balance as high as possible. In the event of an off-duty accident, surgery or a long-term illness, you may need to have several months of sick leave available.

Sick leave is not to be used as vacation. Your sick leave usage will be monitored. Continued excessive use of sick leave may result in disciplinary action and/or a reduction in the accrual level. Under some circumstances, your supervisor may require that you provide verification from your doctor of an illness or an office visit. You are encouraged to schedule doctor's appointments so that they do not interfere with your workday.

Unlike vacation or holiday leave, you do not "own" sick leave and you will not normally receive pay for accumulated sick leave when you leave City service. Some unions have incentive plans which allow employees to receive compensation for unused sick leave; if you are in one of these unions, check your labor agreement for details. If you need more information about Sick Leave, see **Section 2-1508 of the Municipal Code and Administrative Orders 2-19 and 2-20**.

Annual Leave

Some groups who are employed in permanent positions at fixed monthly or yearly salaries have annual leave in place of vacation and sick leave. For these employees, annual leave combines both vacation leave and sick leave accumulation rates while simultaneously freezing their existing unused sick leave balances. Employees in these groups who had an existing sick leave balance before the conversion will be able to access that sick leave balance if they have a medically verified extended illness over 40 hours.

The annual leave accrual rate is shown in Figure 4.1 and the maximum accumulation limit is shown in Figure 4.2. Employees in these groups should check their labor agreement for details.

Family Leave

The Federal Family Medical Leave Act and the California Family Rights Act, usually referred to as "FMLA" provide you with certain rights. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have been employed by the City for at least one year and have worked 1,250 hours in the previous 12 months.

FMLA leave will be granted for any of the following reasons: the birth of a child or to care for the newborn child; placement of a child for adoption or foster care; to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or, for a serious health condition that makes the employee unable to perform his or her job.

The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable". An employer may require medical certification to support a request for leave because of a serious health condition and may require a second or third opinion (at the employer's expense) and a fitness for duty report to return to work. In most situations, the employee must use all paid leave before unpaid leave will be allowed.

The City will maintain the employee's health coverage during the period of FMLA leave. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in any loss of an employment benefit that accrued prior to the start of an employee's leave.

For more information on the Family Medical Leave Act or the California Family Rights Act, see **Administrative Order 2-21**, ask your supervisor, or contact the Human Resources Division.

Holidays and Holiday Leave

The City recognizes the following holidays:

- " January 1
- " the third Monday in January
- " the third Monday in February
- " the last Monday in May
- " July 4
- " the first Monday in September
- " November 11
- " Thanksgiving Day
- " the Friday following Thanksgiving Day
- " Christmas Day
- " any other day declared a holiday by the City Council
- " your birthday
- " Two Personal Business days

Because of varying types of services provided to the public, there are major differences in the way individual departments provide time off for holidays. There are even differences between the various unions about time off, overtime, or compensatory time. Below are some general rules, but you should be sure you discuss this with your supervisor and understand what your department or division policy and practice is before the next holiday comes. Do not assume that these rules apply to your situation; always check them with your supervisor.

If one of these holidays falls on a Saturday, you will be credited with eight hours of holiday leave, if it falls on a Sunday, the holiday is normally observed on the following Monday. If you are not in a pay status at the close of work on the last workday preceding a holiday, you will not receive pay or credit for the holiday. If you are in a position where you receive holiday leave credit in lieu of taking the holiday off, on Injury Pay, or in a Leave Without Pay status could result in you not receiving credit for any holiday during that period.

The Personal Business days consist of eight hours credited to your holiday leave balance on the first of January and another eight hours on the first of July. Some labor agreements provide for employees to request payment for any holiday leave balance in various increments.

Military Leave

Permanent employees who have one year of City service and are members of the National Guard or some other military reserve unit, have certain rights which are provided by State and Federal law. Any reservist called to active duty in the time of war or national emergency has the right to return to their former position when they are released from active duty. Reservists or Guard members are authorized up to 30 calendar days (or the equivalent - up to 173 hours if the leave is taken in two or more segments) of paid leave per fiscal year to perform active duty for training under orders. They are also able to take an additional 150 days of unpaid leave to comply with active duty orders. There are a number of additional laws and regulations that apply to these situations. If you have questions about military leave, contact the Human Resources Division for more information.

Jury Leave

If you are called to jury duty, you will continue to receive your regular pay for any time you are required to be absent from work to serve on a jury. You are required to turn over to the City any payment you receive for jury duty including mileage fees. If you receive a notice to report for jury duty, notify your supervisor immediately so that they will have ample time to adjust work schedules and assignments for the period you expect to be gone.

WORKERS' COMPENSATION

If you have been injured on the job, you are eligible for Workers' Compensation Benefits. But there are some things you should know about work-related injuries. First, the injury must occur in the course of your employment, that is, it must happen on the job. Then, it must be an injury that arises out of your job or is related to the performance of your job duties.

Notification and Medical Care

The City has several obligations to injured employees. First, once it has been determined that your illness or injury is work-related and your claim has been accepted, we are responsible to provide whatever medical services are necessary to cure or relieve from the effects of the injury. These services will normally be provided at no cost to you unless there is some dispute over whether they are necessary.

If you feel that you have suffered a work-related injury, tell your supervisor immediately. If you require medical attention, you will be given a slip to take to the doctor or your supervisor will arrange for you to be taken to the doctor. Normally, you will be treated at one of several occupational medical clinics that usually treat City employees.

If you would prefer that you be treated by your personal physician, you must let the City know before the need for medical treatment arises. Forms that allow you to designate your personal physician are available from the

Human Resources Department. Of course, if the injury is serious, you will be taken to the nearest emergency medical care facility where you will receive whatever care is considered necessary.

Temporary Disability and Injury Pay

Once your claim is accepted, you will also be compensated for any time lost from work due to your injury. The first three calendar days following an on-the-job injury, will be charged to sick leave or leave without pay. This is termed the "waiting period." On the fourth day following the injury, you would begin to receive 66 $\frac{2}{3}$ % of your average weekly wages (averaged over the past year). Temporary Disability pay has a minimum limit of \$126 and a maximum of \$602 per week. If you are hospitalized because of the injury or if you are off for more than 14 days, there is no waiting period and you would be paid Temporary Disability pay for those first three days.

If you are a permanent City employee, one of your benefits is Injury Pay. This is a negotiated benefit that is 85% of your regular pay. Injury Pay may be paid for a total of one year for any one injury and must be taken within five years of the date of the injury. Neither Temporary Disability or Injury Pay is taxed.

Permanent Disability

If the injury is serious enough to leave you with any permanent disability, you will also be compensated for it. Permanent disability awards are not "damages" such as those which are awarded in civil cases. These awards are meant to compensate you for your reduced ability to compete in the labor market. The amount of a permanent disability award is based on the type and severity of the injury, your occupation, and your age at the time of the injury. If your treating doctor indicates that there is some degree of permanent disability, a claims examiner will contact you to explain the procedure of evaluating and rating the disability. If you have chosen to hire an attorney, your attorney will handle most of the details of this process for you.

Vocational Rehabilitation

If you are unable to return to your usual and customary job, you may be eligible for vocational rehabilitation services. If you are off work for a total of 90 days because of an industrial injury, you will be contacted by a rehabilitation representative who will explain the benefits you may be entitled to. If you are planning to return to work and your doctor has indicated that you will be able to return to work, don't be disturbed when a rehabilitation counselor contacts you. The City is required by State law to provide you with this explanation of your potential eligibility for these benefits, and you will not be forced to resign, retire, or change jobs unless your doctor indicates that there is some medical necessity to do so.

If you do need vocational rehabilitation services, every reasonable effort will be made to return you to suitable gainful employment as soon as possible. You will be assigned to a vocational rehabilitation counselor who will research the possibilities of job modifications or alternative job assignments with the City. If it is not possible for you to remain with the City, you will be provided with training or job placement services which make the best possible use of your knowledge, skills and aptitude.

The Legal Process

It isn't necessary to have an attorney represent you in a Workers' Compensation case. The State of California will provide you with free assistance through the office of the Information and Assistance Officer at the local Workers' Compensation Appeals Board. If you feel that you need to retain the services of an attorney, there are a number of local attorneys who specialize in Workers' Compensation law. Fees for these services are usually deducted from your permanent disability award.

UNEMPLOYMENT INSURANCE BENEFITS

Unemployment insurance is a program operated by the State to provide temporary income for those who are unemployed. To be eligible, you must be unemployed through no fault of your own, such as being laid off. If you were terminated for some reason other than misconduct or had a good reason for quitting your last job, you may also be eligible for benefits. You may apply for benefits at any State of California Employment Development Department office.

Unemployment Insurance Benefits are based on your past earnings history. Current benefits range from \$40.00 to \$370.00 per week and usually last for 26 weeks.

STATE DISABILITY INSURANCE

State Disability Insurance (SDI) is another program to provide benefits if you are unable to work due to injury or illness and are not covered by Workers' Compensation insurance or some other disability insurance. The City does not participate in SDI. If you have recently worked for another employer who does participate, you may still be able to collect benefits through this program.

LONG-TERM DISABILITY INSURANCE PLANS

Several employee groups offer disability insurance plans for their members. Since the City does not participate in the State Disability Insurance Program, you might find that this is an attractive option. Check with your union business office for further information about this.

The City pays for a Long Term Disability insurance plan for Management and Confidential employees. You should have received information about this plan with your other insurance paperwork.

DEFERRED COMPENSATION PLAN

What is deferred compensation?

A deferred compensation plan is a way for you (the employee) to set aside a certain amount of your income in a tax-deferred, long-term retirement program. You do not have to pay taxes on this money now, but will pay taxes when you draw the money out of the plan.

Deferred compensation is meant to be a long-range savings plan and should be used as a way to supplement your retirement income. Once money has been put into a deferred compensation plan, you must leave it there until your death, retirement, or termination from City employment. If you quit working for the City, you may transfer these funds into another 457 Plan or take receipt of the funds and pay taxes on them. You can make an early withdrawal of funds from your deferred compensation account only in the event of some severe, unforeseeable financial hardship. In the event of a severe hardship, the City will investigate your circumstances to see if they meet IRS guidelines to allow the City to release your funds.

Funds in a deferred compensation plan are taxable as soon as they are paid out to you. You may contribute up to \$8,000 or 25% of your income (whichever is less) to the City's deferred compensation plan annually. The money can be placed into several different types of investment options depending on your investment objectives and goals. You receive regular statements of your investment accounts and can select from several payout options when it is time to begin taking your money out.

The City's Deferred Compensation Plan is administered by Fidelity Investments. Fidelity Investments regularly makes presentations offering information about the City's Deferred Compensation Program and specific investment options. Notice of these presentations will be given to all City employees. If you have questions about Deferred Compensation, call 1-800-430-2363. To enroll in the Deferred Compensation Program, see your payroll clerk for a participation agreement.

RETIREMENT

The City has two retirement systems. There is the Employees' Retirement System that covers Most City employees and a Fire and Police Retirement System which covers sworn Firefighters, Police Officers and Airport Public Safety Officers and supervisors. Each retirement system has a governing board which meets monthly to conduct the business of the retirement system.

Every permanent, full-time employee becomes a member of one of these retirement systems when they enter City service. The City contributes the largest portion toward your retirement benefits. Each member also makes a monthly contribution to the system which is a percentage of their salary based on age upon entry into the system. Employee contributions are credited to your individual account, and earn interest at a rate set by the Board.

Service Retirement

Each system has different rules for the amount of service necessary to become "vested" in the system and for the age at which members can retire. Members of the Employees System must complete five years service in order to "vest" in the system and become eligible to retire at age 55. Firefighters and Police Officers in tier I become vested in the system after ten years of service and can retire at age 50. Officers in tier II vest in the system after five years of service and can also retire at age 50.

Being vested in the retirement system means that you can leave your money in the system if you leave City employment before retirement age. You may then return and retire at age 50 or 55 (depending on the system). Regardless of whether you stay for a full career or only long enough to become vested in the system, retirement pensions are based on several factors. Among these factors are your age at retirement, years of service, and the rate of pay of the position you held at the time of retirement.

Disability Retirement

One of the biggest differences between the two retirement systems is the provision for disability retirement. Due to the hazardous nature of their jobs, Firefighters and Police are eligible for service-connected disability retirement from the first day of employment. Members of the Employees System must have 10 years of service to qualify for a disability retirement, whether the disability is job-related or not. A disability retirement in the Employees System usually provides for a 33% benefit for persons who have less than 18 years of service.

Deferred Retirement Option Program

Effective January 1, 1998, the City added the Deferred Retirement Option Program (DROP) which is an optional method of receiving your retirement benefits. You must be eligible to retire (required number of years of service and required age) to enroll in DROP. Your retirement benefit is calculated as of your DROP date and deposited into a DROP account monthly while you continue to work and receive all the benefits of an active employee.

When you retire, the monthly amount being deposited into your DROP account becomes your monthly retirement benefit. At retirement you also decide how you wish to receive the balance in your DROP account, as a lump sum withdrawal or as a monthly payment over ten years.

Post Retirement Supplemental Benefit (PRSB)

The PRSB is the result of a surplus revenue sharing agreement between the retirement systems and the City. Every year the retirement system's actuary performs an evaluation which determines the amount of surplus earnings in each system. Based on the actuarial findings an amount is shared among the retirees. The PRSB is designed to assist retirees in affording health care insurance; although retirees may decide how they will use the extra benefit with the understanding that the amount will fluctuate depending on system earnings and may even cease.

For More Information

If you have questions or need specific information, consult your Retirement Handbook then contact the Retirement Office.

HEALTH CARE BENEFITS

Eligibility

City employees are covered by one of two health care plans. Both plans are "composite plans" which cover the family regardless of size for a single premium. Employees and their dependents become eligible for health care benefits on the first day of the month following one full calendar month of employment. Children remain eligible until they reach the age of 19 (25 if they are continuously enrolled as full time students).

Local 39 Health Plan

Employees represented by Stationary Engineers Local 39 are covered by a health plan that is administered by Associated Third Party Administrators (ATPA). The City pays the full premium for this insurance up to an agreed maximum per month per employee, but there are co-payments required for some services. The plan should have been explained to you during your new employee orientation. If you have questions, call ATPA at (559) 275 5562.

Vision and dental benefits for employees in this group are handled directly through Associated Third Party Administrators Inc. Questions should be directed to ATPA at (559) 275 5562.

Health And Welfare Trust

Other City employees are members of the Fresno City Employees Health and Welfare Trust which is self-insured, but administered by HealthComp Inc. The City pays the premium for your health care coverage. You should have had the plan explained to you during your new employee orientation. If you have questions, contact HealthComp Inc. at (559) 499 2450.

Selecting coverage or making changes

You will be asked to fill out paperwork for your health plan on your first day at work. This will include making some choices about coverages, treating physicians, etc. You have 30 days to make any changes to this paperwork before it is finalized. You will also have an opportunity to make changes in coverage during the month of May every year. You may change treating physicians by simply notifying your plan of the change.

COBRA Benefits - Health Care Continuation

Under most circumstances which would cause your health care benefits to end, there is a provision made to extend those benefits to give you a chance to get other coverage. This is known as the COBRA Program - if you leave your City job, you may be eligible to continue to purchase health care coverage. If you get a divorce, a child turns 19, or you die, your affected dependents are eligible to continue to purchase health care coverage. There are a number of rules and restrictions which apply to this program. If you have questions, contact Human Resources for more information.

HIPAA Benefits - Health Insurance Portability

Any time that you, as a covered employee, lose your health care coverage, you have certain rights under the Health Insurance Portability and Accountability Act. At the time you lose coverage, or within 24 months, you can request a Certificate of Creditable Coverage from your health care insurer. This Certificate will show details of the coverage you had, and how long you had it. This "creditable coverage" can then be applied to the waiting periods for "pre-existing conditions" restrictions when you get health care coverage through your new employer. If you have questions about HIPAA, contact your health plan administrator.

EMPLOYEE SERVICE AWARDS

Employees who have completed ten years of City service receive an award certificate in recognition of their service. They receive another award certificate at the completion of each additional five years of service.

Many departments have a quarterly employee recognition program which provide incentives for superior performance through recognition of outstanding employees. These programs are administered differently in each department, so ask your supervisor about what your department does.

ANNUAL CHARITY DRIVE

Every Fall, the City Manager's Office will coordinate an annual Combined Charity Drive. There will be a representative appointed for your division or department who will provide you with information about all of the charity organizations who are represented. You will have an opportunity to make a one-time donation or arrange for a payroll deduction to the organization of your choice.

CREDIT UNIONS

There are three credit unions which admit City employees: the Fresno Police Department Credit Union, (FPDCU) the Fresno Fire Department Credit Union, (FFDCU) and the Fresno County Federal Credit Union. At this time, the Police Department Credit Union is the only one which has opened its membership to other employee groups. FPDCU will accept both Fresno City Employees Association and Management and Confidential Group members. At this time the FFDCU is still strictly for Firefighters.

Of course, if you are already a member of some other credit union, you may continue your membership there as long as you like. Most credit unions will allow you to deposit your paycheck automatically.

RECEIPT

Name _____

Dept./Div _____

I have received a copy of the Employee Handbook , the Retirement System Handbook, a packet of information on my health care benefits, a copy of the City's policy on Employment Discrimination and Sexual Harassment, and the City's Drug Policy. I understand that it is my responsibility to read these documents and abide by their contents. I am aware that if I have any questions, I am to contact my supervisor or the Human Resources Department.

During New Employee Orientation, this material was reviewed with me and any questions I had at that time were answered to my satisfaction.

The Employee Handbook is not an employment contract. I understand that the City of Fresno does not enter into contracts of employment for specific lengths of time. Employees retain the right to voluntarily leave employment at any time upon proper notice. The City retains its right to terminate an employee at any time as provided in its various rules, regulations, and administrative instructions. It should be understood that neither this handbook nor any other City documents are contracts of employment. Any oral or written statement to the contrary is unauthorized and specifically disavowed, and should not be relied upon. The contents of this handbook may be modified at any time at the sole discretion of the City.

Date: _____

Signature: _____